



Foundation for Foster Children - Job Description Development Director

STATUS: Full-time. Salaried. Exempt.

DEPARTMENT: Development

REPORTS TO: Executive Director

DIRECT REPORTS: Development Coordinator, Development Administrator

SPECIAL CONDITIONS:

- Fingerprinting and background checks are required. Must clear all background checks.
- Reliable transportation; current driver's license; FL State driver insurance coverage required.
- Evening and weekend availability may be required for special events, training, community events, etc.

GENERAL DESCRIPTION:

The Development Director is a key leadership position responsible for overseeing and managing the organization's fundraising strategy and execution. This role ensures the successful implementation of all aspects of development, including donor cultivation and stewardship, grants, special events, corporate giving, and communications. Reporting directly to the Executive Director, the Development Director will provide strategic leadership and work closely with the board, leadership team, and staff to achieve fundraising goals and expand the organization's impact. This position also manages direct reports within the development team and ensures alignment with organizational priorities.

RESPONSIBILITIES

Fundraising Strategy & Leadership:

- Oversee and manage the execution of a comprehensive development strategy, aligning with organizational goals and financial needs.
- Lead efforts to diversify funding sources, including individual donors, foundations, corporate sponsors, and grants.
- Work collaboratively with the Executive Director and leadership team to drive fundraising initiatives, ensuring strong donor engagement and retention.
- Track and analyze fundraising metrics, utilizing data to inform strategy and decision-making

Donor Cultivation & Stewardship

- Oversee and manage donor engagement strategies to cultivate, steward, and retain individual and major donors.
- Ensure the successful implementation of the monthly giving program, supporting donor engagement and retention.
- Develop and implement donor recognition strategies to enhance relationships and long-term commitment.
- Support the planning and execution of donor appreciation events and touchpoints to deepen engagement.

Grants & Corporate Giving

- Oversee and manage grant strategy, including prospecting, proposal development, submission, and reporting to ensure a strong pipeline of institutional funding.
- Build and maintain relationships with foundation representatives and corporate partners.
- Develop corporate sponsorship strategies, securing financial and in-kind contributions to support organizational initiatives.

Events & Community Engagement

- Lead the planning and execution of key fundraising events, including the annual fundraiser, golf tournament, bridge tournament, and other donor engagement events.
- Oversee the coordination of community engagement opportunities to expand visibility and support for the organization.
- Ensure the implementation of peer-to-peer fundraising strategies in collaboration with leadership and board members.

Communications & Brand Awareness

- Oversee donor communications, including newsletters, appeals, annual reports, and impact updates.
- Develop and manage storytelling strategies to highlight the impact of programs and donor contributions.
- Ensure the effective implementation of digital fundraising efforts, including email campaigns, social media, and online giving platforms.

Team Leadership & Management

- Manage and support development staff, providing guidance, professional development, and performance management.
- Foster a culture of collaboration, accountability, and innovation within the development team.
- Oversee cross-departmental collaboration to align fundraising with program needs and organizational strategy.

QUALIFICATIONS & EXPERIENCE:

- Passion for the mission and ability to inspire others to support the cause.
- Bachelor's degree in nonprofit management, business, communications, or a related field (Master's or equivalent professional experience preferred).
- Minimum of 5-7 years of experience in nonprofit fundraising, with proven success in donor cultivation, grant writing, event planning, and corporate giving.
- Experience overseeing a team, with strong leadership and coaching skills.
- Strong analytical skills with the ability to interpret fundraising data and make strategic recommendations.
- Excellent written and verbal communication skills, with the ability to craft compelling donor messaging.
- Knowledge of donor management software (e.g., Donor Perfect) and fundraising tools.

WORKING CONDITIONS:

- Much of the work is performed in the FFC offices, which are well lit and adequately ventilated. The noise level in the working environment is usually moderate. Transportation to and from offsite locations is required, which will result in exposure to temperature changes. Conditions at off-site locations will vary considerably.

COMPENSATION & BENEFITS:

- Competitive salary based on experience.
- 100% Health, dental and group life benefits employee; 50% dependents
- Vision, AFLAC, additional life insurance- optional
- 20 Day-Paid time off, including vacation, sick leave, and holidays.
- Simple IRA matching program
- Professional development opportunities.
- Flexible work environment with hybrid options available.

To Apply:

Interested candidates should submit a resume, cover letter detailing their experience and qualifications, and their desired salary to rbell@ffc.org. Applications will be reviewed on a rolling basis.

The FFC employs without regard to race, sex, sexual orientation, religion, national origin, age, disability, or any other attribute not related to superior performance. FFC is a drug-free environment. The job description does not constitute a written or implied contract of employment. Foundation for Foster Children reserves the right to revise or change job duties and responsibilities as the need arises.